

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/07/2017		2. CONTRACT NO. (If any) GS-35F-162DA		6. SHIP TO: a. NAME OF CONSIGNEE HPOD	
3. ORDER NO. EP-G17H-00327		4. REQUISITION/REFERENCE NO. PR-OEI-17-00487			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R	
7. TO: (b)(4)				c. CITY Washington	e. ZIP CODE 20460
a. NAME OF CONTRACTOR TELOS CORPORATION				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 19886 ASHBURN RD.				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY ASHBURN		e. STATE VA	f. ZIP CODE 201472358		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OEI Info Security & Privacy/IO	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 056280621+2358 Program Office Point of Contact: Torina Anderson Office Number: (202) 566-1720 Email: Anderson.torina@epa.gov Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711				

22. UNITED STATES OF AMERICA BY (Signature) 07/07/2017

23. NAME (Typed)
Benjamin Delaney
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
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DATE OF ORDER 07/07/2017	CONTRACT NO. GS-35F-162DA	ORDER NO. EP-G17H-00327
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Contract Specialist: Michael Emerson Email: emerson.michael@epa.gov TOCOR: Torina Anderson Admin Office: HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 06/01/2017 to 05/31/2018</p> <p>Support Services and Annual Maintenance Bundle for Xacta IA Manager Assessment Engine perpetual software licenses. Included is annual maintenance for 162 projects/systems and 100 Support hours. Maintenance renewal. Period of Performance: 06/01/17 -5/31/18</p> <p>Accounting Info: 16-17-B-H8A-ZZZHF6-2515-17HSEAS011-001 BFY: 16 EFY: 17 Fund: B Budget Org: H8A Program (PRC): ZZZHF6 Budget (BOC): 2515 Job #: LISMSC00 DCN - Line ID: 17HSEAS011-001 Funding Flag: Complete Funded: \$63,558.40 Accounting Info: 16-T-H8A-ZZZHF6-2515-17HSEAS011-002 BFY: 16 Fund: T Budget Org: H8A Program (PRC): ZZZHF6 Budget (BOC): 2515 Job #: LISMSC00 DCN - Line ID: 17HSEAS011-002 Funding Flag: Complete Funded: \$7,690.24 Accounting Info: 17-T-HS1-ZZZHF6-2515-17HSEAS011-003 BFY: 17 Fund: T Budget Org: HS1 Program (PRC): ZZZHF6 Budget (BOC): 2515 Job #: LISMSC00 DCN - Line ID: 17HSEAS011-003 Funding Flag: Complete Funded: \$8,199.36</p> <p>Continued ...</p>				79,448.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$79,448.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/07/2017	CONTRACT NO. GS-35F-162DA	ORDER NO. EP-G17H-00327
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>INVOICES-RTP FINANCE</p> <p>Invoices shall be prepared containing the following information: Purchase Order Number, description of commodities/services furnished, period of performance, taxpayer ID number and amount due. Invoices shall be submitted to the address specified in block 18a of this order.</p> <p>OR</p> <p>Invoices shall be submitted via e-mail to RTPReceiving@epa.gov. Provide the .pdf file with the following naming convention and SUBJECT in email: SI_PO#_inv#.pdf Example: SI_EP08X00005_5335.pdf</p> <p>For status of Invoice Payments, call the Financial Office's Customer Service at (919) 541-0616.</p> <p>The FedEx/Commercial Courier address for invoices: US EPA, RTP-Finance (Mail Drop D143-02) 4930 Page Road Durham, NC 27703</p> <p>TAX</p> <p>The Federal Government is exempted from paying taxes. The tax exempt number is 52-085-2695.</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

EPA STATEMENT OF WORK
Migration to Xacta
September 08, 2011

TITLE: **Support for Migration from ASSERT to Xacta**
KEY PERSONAL:

1. For this Contract, the Contracting Officer has approved the following individual as Project Officer (PO):

PO: **Torina Anderson**
Address: Office of Environmental Information
 Office of Information, Security and Privacy (OISP)
Mail Code: 2831T
Telephone: 202-566-1720
Email: Anderson.Torina @epa.gov

Location of Work Performed:

The place of performance shall be at EPA in Washington, DC, and Research Triangle Park, NC; the Contractor's facilities and/or other sites designated by EPA.

Travel

Travel to the Environmental Protection Agency (EPA) will be required for on-site training. We anticipate as many as 3 trips to EPA to support the training and configuration activities.

BACKGROUND:

- The Paperwork Reduction Act of 1995
- Information Technology Management Reform Act of 1996
- Circular A-130, Appendix III
- Computer Fraud and Abuse Act of 1986 (18 USC 1030 et seq.)
- E-Government Act of 2002 (H.R. 2458/S. 803) (Title III, Federal Information Security Management Act)

Background Narrative

The Senior Agency Information Security Officer (SAISO) supports the Chief Information Officer (CIO) to ensure the Agency complies with IT security requirements, including Federal Information Security Management Act (FISMA) requirements, and continues to maintain and build on the progress achieved in improving the IT security program. FISMA requirements include the development and implementation of an Agency Information Security Program, development and maintenance of information security policies, procedures and control

techniques, ensuring that personnel with significant security responsibilities receive security training, assisting senior agency officials in complying with the requirements of the act, and reporting to the Director of the Office of Management and Budget (OMB) on the effectiveness of the Agency information security program, and OMB requirements.

To comply with FISMA, as well as OMB, the Office of Environmental Information purchased Xacta. Xacta does the following:

- Establishes a centralized governance, risk and compliance management platform
- Enforces processes for compliance with FISMA
- Collects extensive IT asset inventory data
- Detects, identifies, and remediates threats to system security
- Continuously assesses security posture
- Automates security policies and enforce procedures
- Generates the reports and documentation needed for regulatory compliance
- Helps generate assessment and authorization (A&A) documentation

1. PURPOSE AND SCOPE

This Statement of Work describes the migration planning, configuration and training support to be provided in an effort to transition from ASSERT to Xacta.

The following will be provided:

- Implementation Plan
- Configuration Plan
- Configuration of Xacta
- Migration Plan
- Migration of data from ASSERT to Xacta
- Validation Plan
- Validation Activities
- Migration Progress Reports
- Training
- Assistance in the development of document formats
- Process step management
- Input of EPA-customized 800-53 security controls within Xacta
- Establishing EPA-specific workflow
- Customizing A&A deliverables, e.g. reports, in the form of an EPA project template within Xacta

EPA will make all final decisions regarding contractor provided advice, recommendations and options. Work products generated under the contract will be subject to EPA review and approval.

Task Requirements

Implementation Plan

Before any data is migrated, a detailed review of the data in its current state, what data are required to be migrated, how data will be migrated and a review of the Xacta configuration requirements shall be completed. These tasks shall be combined to formulate an Implementation Plan. Risks shall be identified and included in the Implementation Plan.

Configuration Plan

A configuration plan will be developed and implemented for data migration. The setup will include, but may not be limited to:

- Proper removal of data from ASSERT
- Customization of data
- Verification of data

Migration Plan

The migration plan functions as the blueprint for the migration implementation. It shall specify customer expectations, define project deliverables, and identify migration methodologies to be used.

The migration plan components shall include, but are not limited to:

- Migration strategy and key activities
- Dependencies
- Required equipment and migration tools
- Customer expectations (customer business, technical and operational requirements)
- Test plan
- Verification procedures
- Change control procedures
- Project schedule
- Post implementation activities/responsibilities
- Migration completion criteria

Validation Plan

Data must be tested and validated once it's migrated to Xacta to confirm all expectations have been met. At minimum configuration of Xacta, file permissions, interaction with Cyberscope, and user access need to be validated.

The Verification Procedures identified in the migration plan should be followed. A status report detailing validation efforts will be required weekly.

Training

The contractor shall provide user and admin training on Xacta for EPA users.

The contractor shall provide administrator training to personnel at EPA that will maintain the system. The contractor shall provide training on-site and via remote delivery methods. This training should provide the knowledge, skills, and materials for the attendees to configure and administer the Xacta product for the Agency. All training materials will be furnished by the contractor. The contractor shall provide a copy of all training materials with rights for reuse by the EPA.

Problem Notification

The contractor shall notify EPA's COTR immediately of all problems that impact or potentially impact the contract, deliverable(s), or project schedule. Such notifications shall be made verbally during normal work hours or at the beginning of the next EPA workday. For each problem encountered, verbal notification shall be followed by a written report to the Contracting Officer and COTR within 24 hours after the identification of the problem.

Contract Deliverables

The table below lists the deliverables to be prepared and delivered by the contractor in support of this contract at the direction of the COTR.

Deliverable	Description	Due Date	Delivery Mode
1. Implementation Plan	A detailed plan outlining review of the data in its current state, what data are required to be migrated, how data will be migrated and a review of the Xacta configuration requirements shall be completed.	To be coordinated	Softcopy via electronic means, Mail or In person
2. Validation Plan	The Validation Plan should outline how the data is tested and validated once it's migrated to Xacta.	To be coordinated	Softcopy via electronic means, Mail or In person
3. Validation Report	A report that identifies activities for validation and verifies that the configuration is working properly, the output is in the correct format, and all agreed upon deliverables are met.	To be coordinated	Softcopy via electronic means, Mail or In person

Deliverable	Description	Due Date	Delivery Mode
4. Migration Plan 5. Migration Progress Report	Specify customer expectations, define project deliverables, and identify migration methodologies to be used. Progress reports will be provided weekly.	To be coordinated	Softcopy via electronic means, mail or in person
6. Configuration Plan	The configuration report will include but is not limited to proper removal of data from ASSERT, customization of data, and verification of data.	To be coordinated	Softcopy via electronic means, mail or in person
7. Custom Workflow Template	Workflow template that defines roles, and establishes EPA's workflow and customizes EPA's work deliverables.	TBD	Softcopy via electronic means, mail or in person
8. Installation and Configuration Support	Vendor support to install and configure system in test environment. Successfully completed when system is tested and accepted after installation.	To be coordinated.	Phone, electronic communications, or in person.
9. Data Migration	The migration of existing data from ASSERT into Xacta and demonstrates the same content as in original database as well as added functionality.	Prior to production deployment	To be determined.
10. Data Mapping Documentation	A document that shows the mapping between source and target database tables and fields.	Upon completion of data migration	Electronic, Microsoft Word and/or Microsoft Excel format.
11. Administrator Training	Administrative training provided to all participants within identified training schedule.	TBD	

Deliverable	Description	Due Date	Delivery Mode
12. End-User Training	Training provided to all participants within identified training schedule.	TBD	In person or Video Conference
13. End-User /Administrator Training Materials	All training materials used in the end-user and administrator training courses.	TBD	Softcopy via electronic means, mail or in person